



Park Ridge Public Library

Notice is hereby given that the following Committees of the Library Board will meet in the  
**First Floor Meeting Room of the Park Ridge Public Library**  
20 S. Prospect Avenue, Park Ridge, IL  
On the date and time below

All meetings are open to the public according to the provisions of the Illinois Open Meetings Act. For additional information, or to request accommodations, please contact Library Administration.

**LIBRARY COMMITTEE AGENDAS**  
**BOARD OF TRUSTEES**  
**Tuesday, November 14, 2023 7:00 P.M.**  
All committees are committees-of-the-whole unless noted

**PUBLIC COMMENT ON NON-AGENDA ITEMS**

**BUDGET & FINANCE – Rusk & Somheil, Co-Chairs**

1. Approve Minutes of September 12, 2023
2. FY End Budget Transfers
3. Other

**BUILDING & GROUNDS - Kiem & Powers, Co-Chairs**

1. Approve Minutes of September 12, 2023
2. Project updates
3. Exhaust fan replacement
4. Other

**PERSONNEL – Hanba, Chair**

1. Approve Minutes of August 8, 2023
2. Paid Leave for All Policy

**PLANNING & OPERATIONS – Renaldi, Chair**

1. Approve Minutes of September 12, 2023
2. Task calendar review and update
3. 2024 Days Closed calendar
4. Other

**RESOURCES – Thiagarajan, Chair**

1. Approve Minutes of December 13, 2022
2. Per Capita Grant requirements discussion
3. Other

**NO MEETINGS: COMMUNICATIONS & DEVELOPMENT, NOMINATING**

**MINUTES**

**PARK RIDGE PUBLIC LIBRARY**

20 S. Prospect Avenue, Park Ridge, IL 60068

Budget and Finance Committee of the Whole Meeting of the Board of Trustees

Held in the first floor meeting room at the Library

September 12, 2023 at 7:00 p.m.

President Thiagarajan called the meeting to order at 7:00 p.m.

**ROLL CALL**

Trustees Present:

Anita De Frank, Alexandra Hanba; Josh Kiem; Danielle Powers; Lauren Rapisand;  
Theresa Renaldi; Gregg Rusk; David Somheil, Deepika Thiagarajan

Others Present:

Joanna Bertucci, Library Director; John Priala, Library Staff

**PUBLIC COMMENT**

No comments were made

Treasurer Rusk opened the Budget and Finance Committee meeting at 7:01 p.m.

Treasurer Rusk made a

**MOTION:** to approve the minutes of August 8, 2023

Trustee Hanba seconded the motion.

Roll Call Vote: Yes: De Frank, Hanba, Kiem, Powers, Rapisand, Renaldi, Rusk, Somheil, Thiagarajan

**Motion passed**

**FY24 BUDGET SUMMARY DISCUSSION**

Treasurer Rusk noted that FY24 budget information is included in the packet on pages 4-13 and asked Director Bertucci to review this information with the Committee. She began by noting a significant increase in FY23 interest revenue that has resulted from a process initiated by Chris Lipman, the City's Finance Director, whereby the Library's cash balances are invested overnight. Because of the uncertainty surrounding future interest rates, Director Bertucci noted that she did not increase the budget for this revenue line item for FY24. Changes in expense budget lines between FY23 and 24 were reviewed by Director Bertucci, noting

- an increase in the Supplies budget to reflect the Per Capita Grant funding to be used for face-forward shelving for picture books
- funding for collections at 13% of total budget which is consistent with prior years and supports the community's need for both print and digital materials
- funding for technology replacement to replace virtual server and patron and staff desktops
- capital project funding for replacement of HVAC system components

Director Bertucci noted that Treasurer Rusk had inquired about the budget for employee benefits and she explained that the budget is designed to provide funding for both staff currently subscribed to the Library's benefit plan and also those who are eligible for benefits but not currently enrolled.

To summarize, Treasurer Rusk stated that the proposed budget results in a flat levy request for FY24, \$1.1million in deficit spending, and a healthy cash position.

Treasurer Rusk made a

**MOTION:** to approve the FY24 Expenditures Budget in the amount of \$5,524,820

Trustee Renaldi seconded the motion.

Roll Call Vote: Yes: De Frank, Hanba, Kiem, Powers, Rapisand, Renaldi, Rusk, Somheil, Thiagarajan

**Motion passed**

**MINUTES**

**PARK RIDGE PUBLIC LIBRARY**

20 S. Prospect Avenue, Park Ridge, IL 60068

Budget and Finance Committee of the Whole Meeting of the Board of Trustees

Held in the first floor meeting room at the Library

September 12, 2023 at 7:00 p.m.

**FY23 LEVY REQUEST**

The proposed levy for 2023 is \$4,088,161, which is the same amount levied for the Library in 2022. Director Bertucci reviewed the chart on page 14 of the packet that visualizes the Library's cash flow as it relates to receipt of property taxes, the payment of expenditures throughout the year and the resulting impact on the Library's Fund Balance.

Treasurer Rusk made a

**MOTION:** to approve the Library's 2023 levy in the amount of \$4,099,161.

Trustee Hanba seconded the motion.

Roll Call Vote: Yes: De Frank, Hanba, Kiem, Powers, Rapisand, Renaldi, Rusk, Somheil, Thiagarajan

**Motion passed**

Director Bertucci stated that approval of both the FY24 Budget and the 2023 Levy will be included on the Board Agenda as New Business.

Treasurer Rusk directed the committee's attention to chart on page 16 which provides a 3 year levy forecast, noting that a flat levy will not be possible going forward, as the Library has assumed costs previously levied by the City, inflation continues to put upward pressure on expenses, and the Library will be funding significant capital improvements for the building. He stated that it is important that conversations around the Library's future levy requests include this increased cost data.

**ADDITIONAL ARCHITECTURAL SERVICES – WILLIAMS ARCHITECTS**

Director Bertucci expressed her concerns regarding this request for additional funding. She reviewed the history and timeline of the projects along with the architect's response to questions posed by Treasurer Rusk. After discussion among the committee, as a show of good faith in working with Williams Architects,

Trustee Kiem made a

**MOTION:** to approve an additional fee for Williams Architects in the amount of \$2,625

Trustee Renaldi seconded the motion.

Roll Call Vote: Yes: De Frank, Hanba, Kiem, Powers, Rapisand, Renaldi, Rusk, Somheil, Thiagarajan

**Motion passed**

**OTHER**

None

Treasurer Rusk adjourned the meeting at 7:36 p.m.



# Memorandum

**Memo Date:** October 24, 2023  
**From:** Joanna Bertucci, Library Director  
**Meeting Type:** Budget & Finance Committee of the Whole Meeting  
**Meeting Date:** November 14, 2022  
**Action Requested:** For Approval  
**Subject:** FY23 Operating Budget Transfers

## Background:

With approximately six weeks remaining in FY23, Library Administration has developed the following proposed budget transfers for the Board's consideration. The Library's *Levy and Budget Policy* authorizes the Library Director to transfer funds in to or out of budget lines, not to exceed a cumulative amount of \$5,000. Transfers in to or out of line items totaling more than \$5,000 require the approval of the Library Board.

## Transfer Request #1:

Due to increased cost of PPO premiums at the time of 22-23 and 23-24 open enrollment, the Library is under budgeted for PPO. The FY24 benefits budgets were developed with the assistance of the Finance Department and we feel confident that projections for the 24-25 open enrollment period are within the scope of the FY24 budget with PPO budgeted at \$297,344 and HMO at \$106,877.

Account	Original	Revised	Adjustment	Modified	Transfer #
Administration – Regular Salaries	\$387,498	\$387,498	-\$23,000	\$364,498	1
Administration – HMO	\$108,462	\$108,462	-\$25,000	\$83,462	2
Administration – PPO	\$233,878	\$233,878	+\$48,000	\$281,878	

## Transfer Request #2:

The Library experienced additional costs for telephone service over the course of the fiscal year. In the early part of 2023, FirstComm increased our monthly fees to maintain (the now obsolete) copper phone lines. As per our FirstComm contract, we had to give 60-days' notice to terminate our contract. Due to the timing of the contract termination with FirstComm and turn up with AireSpring, we were required to make additional monthly service payments. Additionally, we incurred initial one-time set up costs with AireSpring. Lastly, we added two cell phones to the Library's plan. I previously authorized a \$3,500 transfer from Administration – Internet and a \$1,500 transfer from Library Maintenance – Natural Gas. At this time, I am requesting an additional \$1,500 to cover this budget through the end of the year.

Account	Original	Revised	Adjustment	Modified	Transfer #
Library Maintenance – Natural Gas	\$22,000	\$20,500	-\$1,500	\$19,000	3
Administration – Telephone	\$12,500	\$17,500	+\$1,500	\$18,500	

## Transfer Request #3:

Our eContent resources continue to draw more patrons and we are eager to provide ample copies of eBooks and eAudiobooks in OverDrive and Boundless. Additionally, increasing funds to our Hoopla account to increase our daily budget will help to avoid Hoopla checkout denials in patron's accounts. I previously authorized a \$5,000 transfer from Adult Services – MWL (Most Wanted) to help us keep up with demand. As of 10/31, we have expended 83% of our E-Book budget. While this is on target, we would like to further supplement so that





# Memorandum

we can buy more OverDrive Advantage<sup>1</sup> titles of popular content. At this time, I am requesting an additional \$8,500 transfer from various Adult Services budget lines to Library E-Books.

Account	Original	Revised	Adjustment	Modified	Transfer #
Adult Services – MWL (Most Wanted)	\$18,000	\$13,000	-\$2,500	\$9,000	4
Adult Services – Microfilm	\$2,500		-\$1,000	\$1,500	5
Adult Services – DVD/BluRay	40,500	40,500	-\$5,000	\$35,500	6
Adult Services – Library E-Book	\$92,000	\$97,000	+\$8,500	\$102,000	

## Recommended Motions

- 1) Transfer \$23,000 from Administration – Regular Salaries to Administration – PPO
- 2) Transfer \$25,000 from Administration – HMO to Administration – PPO
- 3) Transfer \$1,500 from Library Maintenance – Natural Gas to Administration – Telephone
- 4) Transfer \$2,500 from Adult Services – MWL (Most Wanted) to Adult Services – Library E-Book
- 5) Transfer \$1,000 from Adult Services – Microfilm to Adult Services – Library E-Book
- 6) Transfer \$5,000 from Adult Services – DVD to Adult Services – Library E-Book

<sup>1</sup> OverDrive Advantage copies are for Park Ridge cardholders, only.

**MINUTES**

**PARK RIDGE PUBLIC LIBRARY**

20 S. Prospect Avenue, Park Ridge, IL 60068

Building and Grounds Committee of the Whole Meeting of the Board of Trustees

September 12, 2023 at 7:00 p.m.

**ROLL CALL**

Trustees Present: Anita De Frank, Alexandra Hanba, Josh Kiem, Danielle Powers, Lauren Rapisand, Theresa Renaldi, Gregg Rusk, David Somheil, Deepika Thiagarajan

Others Present: Joanna Bertucci, Library Director; John Priala, Library Staff

Trustee Powers opened the meeting at 7:37p.m.

**APPROVAL OF MINUTES**

Trustee Renaldi made a

**MOTION:** to approve the minutes of the August 8, 2023 meeting

Trustee Rapisand seconded the motion

Roll Call Vote: Yes: De Frank, Hanba, Kiem, Powers, Rapisand, Renaldi, Rusk, Somheil, Thiagarajan

**Motion passed**

**PROJECT UPDATES**

Director Bertucci reviewed the project updates memo included on page 32 of the packet. She noted that the window project has gotten off to a slow start due to weather issues and concerns regarding the process of stripping the existing paint.

The Interior Improvement project is underway and demo has been completed.

Comcast has submitted permits to the City for work on fiber installation and is awaiting approval from IDOT as the work being done impacts Touhy Ave. which is a state route.

**OTHER**

None

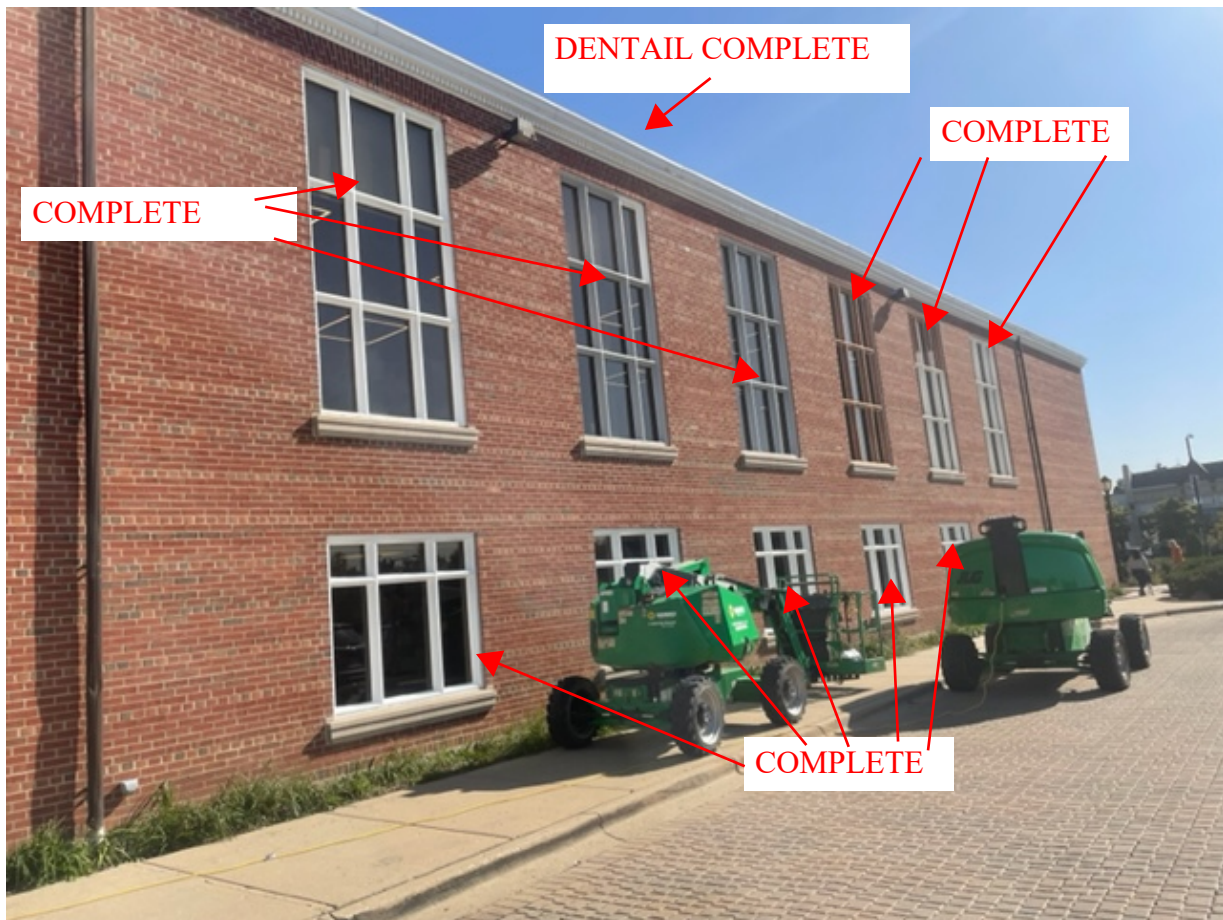
Meeting was adjourned at 7:42 p.m.



# Memorandum

**Memo Date:** November 10, 2023  
**From:** Joanna Bertucci, Library Director  
John Priala, Facility Manager  
**Meeting Type:** Building & Grounds Committee of the Whole  
**Meeting Date:** November 14, 2023  
**Subject:** Building Project Updates

<i>Project</i>	<i>November 2023 – Activity to Date</i>
<i>2023 Exterior Improvements project</i>	Work on the Prospect Avenue columns was completed on Friday, 11/10. Temporary fencing removed. Work is continuing on the windows in the front of the Library. Please see the attached
<i>Phase 2 Structural and Youth Restroom/ADA Project</i>	Plumbing, electrical and tile work finished. Doors are installed, with above ceiling inspection scheduled for Monday, 11/13. Final accessories to be installed early next week with plan to open space to public by the end of the week. Beginning on Monday, 11/13, work will begin on the lintels in the Local History Room.
<i>Comcast Fiber</i>	The Comcast project is in its final stages. Comcast is reporting that fiber splicing is nearing completion and circuit turn up is tentatively scheduled for the week of December 4.





DENTAIL PAINT WEEK  
OF 11-13

SANDED AND PRIMED.  
1ST COAT OF FINISH  
TOMORROW FINAL  
COAT THURSDAY

SANDING WEDNESDAY  
AND THURSDAY  
PRIMER START FIRDAY

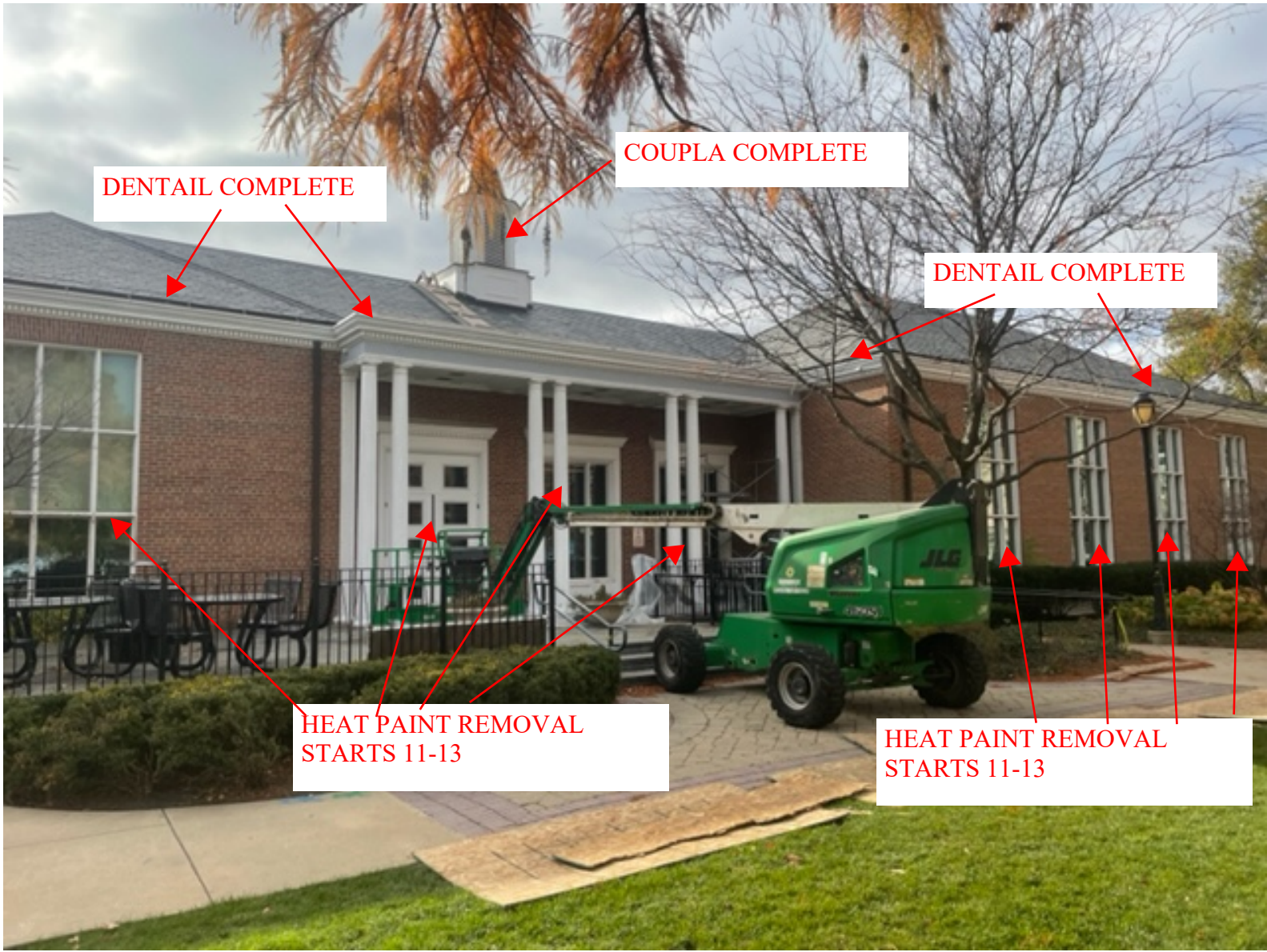


DENTAIL PAINT WEEK  
OF 11-13

SANDING WEDNESDAY  
AND THURSDAY  
PRIMER START FIRDAY

HEAT PAINT REMOVAL  
STARTS 11-13







# Memorandum

**Memo Date:** November 9, 2023  
**From:** Joanna Bertucci, Library Director  
 John Priala, Facility Manager  
**Meeting Type:** Building & Grounds Committee of the Whole  
**Meeting Date:** November 14, 2023  
**Subject:** Exhaust fan replacement

**Background:**

The Library has one roof mounted exhaust fan that services 14 rooms throughout the library, including all restrooms, the staff lounge, staff wellness room, and utility closets. The existing 2,200 CFM (cubic feet per minute) roof mounted exhaust fan, installed in 1976, has reached the end of its useful life. This is evidenced by a recent airflow test that determined that not all rooms are properly ventilated.

Our 2021 Capital Needs Assessment scheduled the replacement of the exhaust fan in 2024. The permit issued by the City of Park Ridge for the current interior project was approved with the contingency that the Library “provides (or maintains) a minimum of 70 CFM from Toilet Room 119”. Based on the readings from the airflow test, the existing ventilation is insufficient for all of the washrooms on the First Floor. To that end, we are recommending a replacement.

Facility Manager, John Priala, has been working with ATOMATIC, the Library’s HVAC service provider, to perform pressure tests to determine the appropriate capacity for a replacement unit. At this time, ATOMATIC is recommending a 3,000 CFM adjustable exhaust fan. This model exhaust fan will give us the ability to adjust the RPM (rotations per minute) to ensure that all areas are properly serviced.

If approved, technicians would place the exhaust fan on the roof via crane. Once on the roof, the technicians would position the exhaust fan in the location of the current fan, without any additional work to the roof.

**Recommendation:**

Approve quotation from ATOMATIC in the amount of \$6,950 for the installation of one (1) Cook 210C17D VF fan rated for 3000 CFM with 3/4HP and one (1) curb adapter.

November 8, 2023

Page 1 of 2

Mr. John Priala  
Facility Manager  
Park Ridge Public Library  
20 S Prospect Ave.  
Park Ridge, IL 60068

**RE: Exhaust Fan Replacement at 20 S Prospect Ave. in Park Ridge, IL**

Dear John,

Thank you for the opportunity to propose replacement of the exhaust fan located on your higher roof at your location in Park Ridge. This proposal includes replacing the existing fan with a 3/4HP 3000 CFM fan with .5" of static pressure. The fan will be direct drive with an adjustment control to balance and set airflow moving forward. Please see the summary below for details of all included.

**Summary:**

- Furnish and install:
  - One (1) Cook 210C17D VF fan rated for 3000 CFM with 3/4HP
  - One (1) curb adapter
- Provide quick pick crane for removal and installation of new exhaust fan (after 10am)
- Disconnect old fans electrical and unmount from existing curb
- Install new curb gasketing
- Place new curb adapter and fan onto existing roof curbing
- Modify and reconnect existing electrical to new fan
- Startup and test operations of new fan providing "comfort balance" on fan speed

**Price \$6,950.00**

**Crane Pick**

In order to remove the old fan and install the new fan, we will need to setup a crane in the parking lot to access the higher roof. This is a "quick pick" to save cost as a second pick. Atomatic will need to caution off an area of the parking lot on lift day to allow access for removal and installation of the fan.



November 8, 2023

Page 2 of 2

**RE: Exhaust Fan Replacement at 20 S Prospect Ave. in Park Ridge, IL**

**Room Balancing**

The proposal includes comfort balancing by adjusting the speed control included with the new exhaust fan. If additional balancing is needed to specific rooms, additional work will be required depending on balancing dampers needing to be installed and air balancer to take readings. This will be addressed after the fan is installed and proposed separately.

**Key Notes**

- ▲ Lead time on materials is currently 1 week
- ▲ Installation is estimated to take 4 to 8 hours from start to completion
- ▲ All pricing is based upon the work being performed during straight time
- ▲ Cost from original diagnosis is not included
- ▲ Permits, drawings to attain, engineering, structural modifications, roofing, conduit or electrical, Repair work not mentioned in the scope above (if required) will be proposed separately.
- ▲ A thirty (30) day parts and labor warranty against defects in materials and workmanship from date of acceptance is included unless stated differently above.
- ▲ Pricing is valid for thirty (30) days
- ▲ Atomatic's standard terms and conditions apply

Please let us know if you have any questions and how you would like to proceed.

Sincerely,

**ATOMATIC Mechanical Services, Inc.**



Alex Kaslofski

Service Sales Executive

Accepted By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**MINUTES**

**PARK RIDGE PUBLIC LIBRARY**

20 S. Prospect Avenue, Park Ridge, IL 60068  
Personnel Committee of the Whole Meeting of the Board of Trustees  
Held in the First Floor Meeting Room of the Library  
August 8, 2023 at 7:00 p.m.

Committee Chair Hanba opened the Personnel Committee meeting at 7:28 p.m.

**ROLL CALL**

Trustees Present: Anita De Frank, Alexandra Hanba, Josh Kiem, Danielle Powers, Lauren Rapisand, Theresa Renaldi, Gregg Rusk, David Somheil, Deepika Thiagarajan  
Others Present: Joanna Bertucci, Library Director; Angela Berger, Alyson Doubek and John Priala, Library staff

Trustee Hanba made a

**MOTION:** to approve the minutes of July 11, 2023

Trustee Rapisand seconded the motion.

Roll Call vote: Yes: Hanba, Powers, Rapisand, Rusk, Somheil, Thiagarajan  
Abstain: De Frank, Kiem, Renaldi

**Motion passed**

**FY24 SALARY PLAN**

Director Bertucci reviewed the memo beginning on page 12 of the packet explaining that each year, the library's salaries are benchmarked using data from the HR Source Annual Salary Survey for Libraries. The Board's compensation philosophy of maintaining an internally equitable and externally competitive compensation structure that allows the Library to recruit and retain highly proficient and qualified employees is used as the baseline for compensation decisions. In the current employment market, external factors present challenges to employers as a result of low unemployment rates and continued pressure on employers to increase wages in response to increases in the cost of consumer goods. Increases to minimum wage are also a significant factor.

These factors in combination with the Salary Survey data were analyzed to develop a salary plan that rewards staff in line with the Library market and continues to adjust the lowest grades of the pay scale. The secondary goal of this plan is to create a sustainable personnel budget during this anomalous economic time. Additional data on staffing levels and salary budgets is included in the memo.

For FY24, Director Bertucci is recommending \$98,270 in increases in the following areas: \$77,680 for 4% average merit pool; \$14,600 for one-time merit bonuses; and \$5,990 for merit adjustments based on updated pay grade/scale and minimum wage adjustments. Director Bertucci explained that one-time merit bonuses are used for employees who have reached the top of their salary range.

Trustee Powers asked if the job titles used by HR Source are the same or equivalent as those of the library. Director Bertucci replied that care is taken to make sure data is comparable and job descriptions are used to ensure that positions are well matched to the HR Source data. Trustee De Frank inquired about the libraries that participate in the survey to which Director Bertucci replied that the survey data is broken down by operating budget, number of employees, and population size served to aid in the use of data that is comparable to that of our library.

Trustee Rapisand made a

**MOTION:** to approve the FY24 Salary Plan as presented, which includes \$98,270 in increases in the following areas; \$77,680 for 4% average merit pool increases; \$14,600 for one-time merit bonuses; and \$5,990 for merit adjustments based on updated pay grade/scale and minimum wage adjustments

Trustee Hanba seconded the motion.

Roll Call vote: Yes: De Frank, Hanba, Kiem, Powers, Rapisand, Renaldi, Rusk, Somheil, Thiagarajan

**Motion passed**

**OTHER**

None

Meeting adjourned at 7:48 p.m.



# Memorandum

**Memo Date:** November 1, 2023  
**From:** Joanna Bertucci, Library Director  
**Meeting Type:** Personnel Committee of the Whole Meeting  
**Meeting Date:** November 14, 2023  
**Action Requested:** For review and approval  
**Subject:** 27. Paid Leave for All Workers Act policy

## Background:

In March 2023, Governor JB Pritzker signed SB208 into law, making Illinois one of the first states in the country to mandate that paid time off be awarded to all employees to be used for any reason. This new law provides employees with up to 40 hours of paid leave during a 12-month period. For example, an employee who works 15 hours per week will earn 12 hours of Paid Leave time per year.

## How does this affect our Library?

Our Employee Handbook includes PTO, vacation, and sick policies applicable to Library employees working more than 19 hours per week. Benefits vary based on hire date and status (full-time vs. half time). As employees in this group already have access to paid time off, no changes to existing policy are required.

However, our part-time employees, those working less than 19 hours per week, are not covered by existing time off policies and are entitled to paid leave under the provisions of this new law.

The attached draft is based on a template developed by HR Source exclusively for member use. Under the law, employers can front load the full amount of paid leave based on an employee's current work schedule through the remainder of the year or accrue time based on actual hours worked, 1 hour for every 40 hours worked. Library Administration is recommending that the Library employ the accrual method to award time based on actual hours worked. Part-time schedules may fluctuate throughout the year and awarding in real time will provide the employee with their exact benefit. Additionally, the accrual model is consistent with our PTO and vacation policies.

The use of paid leave, carry over, and payment of leave clauses have been drafted to comply with the law.

## Next Steps:

Finance/HR Manager, Joan Wrenn, will work with ADP to implement a Paid Leave time off policy, which will go into effect on January 1, 2024.

## Recommended Motion:

Approve 27. Paid Leave for All Workers Act Policy

## Attachment:

27. Paid Leave for All Workers Act Policy draft

## 27. Paid Leave for All Workers Act

- This Paid Leave Policy applies to all employees who are classified as part-time employees, who are not entitled to at least 40 hours of paid time (which can be used for any purpose) under other Library Leave policies. This Paid Leave Policy is provided pursuant to the *Illinois' Paid Leave for All Workers Act*.

### 27.1 Basic Leave Entitlement/Accrual Methods

- All employees are eligible to earn one (1) hour of paid leave for every 40 hours worked with accrual capped at 40 hours of paid leave per 12-month period ("Paid Leave"). The 12-month "accrual period" is as follows:
  - The Library will award Paid Leave time as employees earn it using the calendar year for the 12-month period. On January 1, employees start accruing one hour of Paid Leave time for every 40 hours worked. Once the individual employee reaches 40 hours of Paid Leave time, the employee will stop accruing leave during that calendar year.
- Paid Leave encompasses all time off, except *Bereavement Leave, which is covered under Section #30 in this handbook*.

### 27.2 Notice of Leave

- Employees requesting to use Paid Leave for a planned absence are required to give advance notice to their Manager. Failure to provide such notice may be grounds for delay or denial of the leave. Employees, who need to use Paid Leave for an unplanned absence, need to give notification to their Manager at least 30 minutes before the start of their shift.

### 27.3 Use of Paid Leave

- Employees may use their Paid Leave for any reason. Employees are not required to provide the Library with a reason for the leave nor are they required to provide documentation or certification in support of the leave.

### 27.4 Paid Leave Carry-over

- Employees may carryover any accrued but unused Paid Leave to the following accrual period, but may not use more than 40 hours of Paid Leave per accrual period, regardless of any carryover. Employees who have access to 40 hours of leave either through accrual or carryover or both, will not accrue additional time until they fall below the 40-hour mark.

### 27.5 Payment of Leave

- Paid Leave will be paid at the employee's base pay rate at the time the leave is taken.
- Paid Leave is not included in overtime calculations and does not include any special forms of compensation such as incentives, commissions, or bonuses.
- Employees will not be paid any accrued but unused Paid Leave upon termination of employment.

## **27.6 Noncompliance**

- Use of Paid Leave is not to be abused by the employee and excessive absenteeism will not be tolerated. Abuse of the Paid Leave policy may include discipline, up to and including termination.

DRAFT

**MINUTES**

**PARK RIDGE PUBLIC LIBRARY**

20 S. Prospect Avenue, Park Ridge, IL 60068

Planning and Operations Committee of the Whole Meeting of the Board of Trustees

Held in the First Floor Meeting Room at the Library

September 12, 2023 at 7:00 p.m.

The meeting was called to order by Trustee Renaldi at 7:42p.m.

**ROLL CALL**

Trustees Present: Anita De Frank, Alexandra Hanba, Josh Kiem, Danielle Powers, Lauren Rapisand, Theresa Renaldi, Gregg Rusk, David Somheil, Deepika Thiagarajan

Others Present: Joanna Bertucci, Library Director; John Priala, Library staff

Trustee Somheil made a

**MOTION:** to approve the minutes of August 8, 2023

Trustee Powers seconded the motion.

Roll Call Yes: De Frank, Hanba, Kiem, Powers, Rapisand, Renaldi, Rusk, Somheil, Thiagarajan

**Motion passed**

**TASK CALENDAR REVIEW AND UPDATE**

Director Bertucci reviewed the status of tasks for September, noting that all tasks are being completed on schedule. She noted the Review of Closed Session Minutes that will take place at the September Board meeting. October includes National Friends of the Library week and the Library will have some social media posts to communicate that. Also in October are the assignment of tasks necessary for the Per Capita Grant application and a review by the Personnel committee of the Library Director’s review process.

**OTHER**

**None**

Trustee Powers made a

**MOTION:** to adjourn the meeting

President Thiagarajan seconded the motion.

Voice Vote: Aye: De Frank, Hanba, Kiem, Powers, Rapisand, Renaldi, Rusk, Somheil, Thiagarajan

Nay: None

**Motion passed**

The meeting was adjourned at 7:57 p.m.



## BOARD OF TRUSTEES – ANNUAL TASK CALENDAR FY23

### NOVEMBER 2023

- Review Per Capita Grant requirements
- Approve 2024 Days Closed schedule
- Library Director annual review
- Paid Leave for All Policy

### DECEMBER 2023

- Approve Per Capita Grant request
- City Council 1<sup>st</sup> reading Budget & Levy, [December 4](#)
- Library Director annual review

## BOARD OF TRUSTEES – ANNUAL TASK CALENDAR FY24

### JANUARY 2024

- Policy review

### FEBRUARY 2024

- Budget carryforwards from FY23
- Statistical collection review and discussion
- Policy review
- Secretary review of closed session minutes

### MARCH 2024

- Annual Library Certification due to State Library
- Annual Cyber Security presentation
- Receive FY annual report (IPLAR)

### APRIL 2023

- **National Library Week**
- B&F quarterly check-in
- Receive FY23 Annual report (Marketing)
- FY23 audit field work
- Policy review

### MAY 2024

- Statement of Economic Interest due to Cook County
- Approve CCS and OCLC annual fees
- Policy review

### JUNE 2024

- Nominating committee appointed
- Non-resident library card resolution

### JULY 2024

- Welcome new and reappointed trustees
- Election of officers
- Review budget assumptions for City-provided services
- Annual trustee and staff anti-harassment training

### AUGUST 2024

- B&F quarterly check-in/levy forecast
- New Trustee orientation
- Board committee chairs assigned
- Strategic plan progress report
- Discuss draft summary FY25 budget and goals
- Review FY25 salary plan
- FY23 Audit presentation

### SEPTEMBER 2024

- Approve FY25 salary plan
- Review FY25 draft budget
- Recognize former trustee(s)
- Secretary review of closed session minutes

### OCTOBER 2024

- **National Friends of the Library week**
- Approve FY25 Operating budget
- Approve 2024 Levy request
- Per Capita Grant requirements assigned

### NOVEMBER 2024

- City Council Budget Workshop
- Review Per Capita Grant requirements
- Approve 2025 Days Closed schedule
- Library Director annual review

### DECEMBER 2024

- Approve Per Capita Grant request
- City Council Approves Budget & Levy
- Library Director annual review

Updated: October 24, 2023



# Memorandum

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**Memo Date:** October 24, 2023  
**From:** Joanna Bertucci  
**Meeting Type:** Planning & Operations Committee of the Whole Meeting  
**Meeting Date:** November 14, 2023  
**Action Requested:** For discussion and approval  
**Subject:** 2024 Days Closed Calendar

**Background:**

Included for review and discussion in the November COW packet is the draft 2024 Park Ridge Public Library Days Closed calendar. This calendar has been developed based on how the holidays fall in 2024 and is in alignment with the Library's holiday leave time policy.

I respectfully request that the Board authorize the Library Director to also close the Library building to the public on Friday, January 26, 2024 to host an all staff training day.

**Recommended Motion:**

Approve the 2024 Days Closed Calendar





<b>2024 Days Closed Calendar</b>		
Monday, January 1	New Year's Day	Library Closed Paid Holiday
Sunday, March 31	Easter	Library Closed Unpaid Holiday
Sunday, May 26	Day Before Holiday	Library Closed Unpaid Holiday
Monday, May 27	Memorial Day	Library Closed Paid Holiday
Wednesday, June 19	Juneteenth	Library Closed Paid Holiday
Wednesday, July 3	Day Before Holiday	Library Closes at 6 pm
Thursday, July 4	Independence Day	Library Closed Paid Holiday
Sunday, September 1	Day Before Holiday	Library Closed Unpaid Holiday
Monday, September 2	Labor Day	Library Closed Paid Holiday
Wednesday, November 27	Day Before Holiday	Library Closes at 6 pm
Thursday, November 28	Thanksgiving Day	Library Closed Paid Holiday
Tuesday, December 24	Winter Holiday	Library Closed Paid Holiday
Wednesday, December 25	Winter Holiday	Library Closed Paid Holiday
Tuesday, December 31	New Year's Eve Day	Library Closed Paid Holiday

**MINUTES**

**PARK RIDGE PUBLIC LIBRARY**

20 S. Prospect Avenue, Park Ridge, IL 60068

Resources Committee of the Whole Meeting of the Board of Trustees

Held in the First Floor Meeting Room of the Library – December 13, 2022 at 7:00 p.m.

Chairman Kiem called the meeting to order at 7:48 p.m.

**ROLL CALL**

Trustees Present: Josh Kiem, Chair; Alexandra Hanba; Danielle Powers; Theresa Renaldi, Gregg Rusk; David Somheil; Joseph Steinfels; Deepika Thiagarajan  
Trustees Absent: Lauren Rapisand  
Others Present: Joanna Bertucci, Library Director; Angela Berger, Alyson Doubek, Jen Healy and Laura Scott, Library staff

**APPROVAL OF MINUTES**

Trustee Thiagarajan made a

**MOTION:** to approve the minutes of November 8, 2022

President Hanba seconded the motion.

Roll Call Vote: Yes: Hanba, Kiem, Renaldi, Rusk, Somheil, Steinfels, Thiagarajan

Abstain: Powers

**Motion passed**

**APPROVE PER CAPITA GRANT APPLICATION**

Director Bertucci directed the trustees' attention to page 42 of the packet where the FY23 Per Capita Application begins. She noted that in the application, funds are being requested to support the purchase of face-forward shelving for the Youth Services picture book collection. She explained that for this collection, many libraries are moving to shelving by subject matter rather than by author. For this collection and for this user group, this shelving arrangement is more patron friendly. The project will be two-fold: additional face-forward shelving will be needed and staff will need to categorize every book in this collection. Director Bertucci noted that when this project was undertaken at her previous library, circulation of picture books increased by 40%.

Treasurer Somheil made a

**MOTION:** to approve the FY23 Per Capita Grant Application

Trustee Thiagarajan seconded the motion.

Roll Call Vote: Yes: Hanba, Kiem, Powers, Renaldi, Rusk, Somheil, Steinfels, Thiagarajan

**Motion passed**

**OTHER**

None

Trustee Thiagarajan made a

**MOTION:** to adjourn the meeting at 7:55p.m.

Trustee Rusk seconded the motion

Voice Vote: All in favor

**Motion passed**

Meeting adjourned at 7:55 p.m.

# Memorandum

**Memo Date:** October 13, 2023  
**To:** Board of Trustees  
**From:** Joanna Bertucci, Library Director  
**Subject:** FY2024 Per Capita Grant requirements

**Background:**

Annually, Illinois public libraries apply for the Public Library Per Capita Grant. “The Public Library Per Capita Grant was established to assist public libraries to improve and increase library services within their service areas. Grant amounts of up to \$1.475 per person served are available, on an annual basis, to all Illinois local public libraries.” For FY22, the Library received \$58,492 in grant funding from the Illinois State Library. Additional information about the grant program can be found here on the [Illinois State Library](#) website.



**Application requirements and review process:**

The grant application requires that the Library Director and Board of Trustees review the entirety of *Serving our Public 4.0: Standards for Illinois Public Libraries*. This requirement remains unchanged from the FY23 application process.

Resources Chairman Kiem has assigned chapters from *Serving our Public* to each trustee for review. Trustees should review their chapter(s) and be prepared to discuss at the November 14 Resources Committee of the Whole meeting. Any questions that arise from that discussion will be addressed at the December 12 Resources Committee of the Whole meeting. The Resources Committee will be presented with the draft FY24 Per Capita Grant application for review at the December meeting.

An electronic copy of *Serving Our Public* is attached to this email. Please direct any questions to myself or Chairman Kiem.

Chapter	Title	Trustee
1	Core Standards	Thiagarajan
2	Governance and Administration	De Frank
3	Personnel	Hanba
4	Access	Powers
5	Building Infrastructure and Maintenance	Kiem
6	Safety	Somheil
7	Collection Management	Thiagarajan
8	System Member Responsibilities and Resource Sharing	Rusk
9	Public Services: Reference and Readers’ Advisory Services	De Frank
10	Programming	Renaldi
11	Youth/Young Adult Services	Renaldi
12	Technology	Kiem
13	Marketing, Promotion, and Collaboration	Rapisand